

# Twilight Hours After School Club

## Health and Safety Policy

Twilight Hours Out of School Club considers health and safety to be of utmost importance. We comply with The Health and Safety at Work Act 1974 and the Workplace (Health, Safety and Welfare) Regulations 1992 at all times.

Twilight Hours Out of School Club has appropriate insurance cover, including employer's liability insurance and public liability insurance.

Each member of staff follows Twilight Hours Out of School Clubs Health and Safety policy and is responsible for:

- Maintaining a safe environment
- Taking reasonable care for the health and safety of themselves and others attending the Club
- Reporting all accidents and incidents which have caused injury or damage or may do so in the future
- Undertaking relevant health and safety training when required to do so by the manager.

Any member of staff who disregards safety instructions or recognised safe practices will be subject to disciplinary procedures.

### Responsibilities of the registered persons

The registered persons for the setting hold ultimate responsibility and liability for the safe operation of Twilight Hours Out of School Club. The registered person will ensure that:

- Twilight Hours Out of School Clubs designated health and safety officers are Debbie Steeples and Katherine Shimwell
- All staff receive information on health and safety matters, and receive training where necessary
- The Health and Safety policy and procedures are reviewed regularly
- Staff understand and follow health and safety procedures
- Resources are provided to meet the Twilight Hours Out of School Clubs health and safety responsibilities
- All accidents, incidents and dangerous occurrences are properly reported and recorded. This includes informing Ofsted, child protection agencies and the Health and Safety Executive under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995) where appropriate.
- All reported accidents, incidents and dangerous occurrences are reviewed, so that preventative measures can be taken.

This policy was adopted by: <a href="#">Twilight Hours ASC</a>	Date:	Policy No: <a href="#">HSP 002</a>
To be reviewed:	Signed:	
Policy Name: <a href="#">Health and Safety Policy</a>	Signed:	

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### Responsibilities of the Manager/Supervisor

At each session they should ensure: -

- Premises are clean, well lit, adequately ventilated and maintained at an appropriate temperature
- All the Club's equipment is safely and securely stored
- Children are only allowed in the kitchen if properly supervised (eg for a cooking activity)
- A working telephone is available on the premises at all times
- Chemicals and cleaning materials are stored appropriately, and in accordance with CoSSH data sheets.
- Daily environment checks are carried out in accordance with our Risk Assessment policy.

### Security

Children are not allowed to leave [Twilight Hours Out of School Club's](#) premises during the session unless prior permission has been given by the parents (for example, to attend other extra-curricular activities).

During [Twilight Hours Out of School Club's](#) sessions staff monitor the entrances and exits to the premises.

All visitors to [Twilight Hours Out of School Club](#) must sign the Visitor Log and give the reason for their visit. Visitors will never be left alone with the children. If a visitor has no reason to be on [Twilight Hours Out of School Club's](#) premises we will escort them from the premises. If the visitor refuses to leave, we will call the police. In such an event an Incident Record will be completed and Debbie Steeples and Katherine Shimwell will be immediately notified.

Security procedures will be regularly reviewed by Debbie Steeples and Katherine Shimwell, in consultation with staff and parents.

### Toys and equipment

All furniture, toys and equipment are kept clean, well maintained and in good repair. We select toys, equipment and resources with care, and we carry out risk assessments on toys and activities regularly. Broken toys and equipment are disposed of promptly.

We ensure that any flammable equipment is stored safely.

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### Food and personal hygiene

Staff at [Twilight Hours Out of School Club](#) maintain high standards of personal hygiene, and take all practicable steps to prevent and control the spread of infection.

- A generally clean environment is maintained at all times.
- Toilets are cleaned daily and soap and hand drying facilities are always available.
- Only Staff who are trained in food hygiene are allowed to handle food and they follow appropriate guidelines.
- Waste is disposed of safely and all bins are kept covered.
- Staff ensure that children wash their hands before and after handling food or drink and after using the toilet.
- Cuts and abrasions (whether on children or staff) are kept covered.

### Dealing with body fluids

Spillages of blood, vomit, urine and faeces will be cleaned up immediately in accordance with our Intimate Care policy.

### Staffing levels

Staff ratios and levels of supervision are always appropriate to the number, ages and abilities of the children present, and to the risks associated with the activities being undertaken.

### Related policies

See also our related policies: [Illness and Accidents](#), [Emergency Evacuation Plan](#), [Healthy Eating](#), [Safeguarding](#), [Administering Medication](#), [Risk Assessment](#), [Manual Handling](#), [Lone Worker](#), [Critical Incident \(including Lockdown\)](#), [Pandemic Flu](#) and [Intimate Care](#).

We have 3 procedures which should be used where appropriate. Copes are readily available: -

1. [Critical Incident Management](#) (forms part of the Critical Incident Policy)
2. [Emergency Evacuation Plan](#)
3. [Missing Child Procedure](#) (forms part of the Critical Incident Policy)

**During a Pandemic Flu outbreak, this policy will be overruled by specific procedures in line with Government Guideline and the needs of the schools. This will be communicated to staff by individual site.**

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